

Please help us improve our e-mail messaging to you

Within the last few months, PERSI has started using e-mail to communicate en masse with our employers. We have found that this has both advantages and disadvantages.

Advantages

One great advantage is the ability to quickly communicate with the majority of our employer members. Another advantage is that by sending you documents electronically, you may immediately pass the messages along to your employees, or you may store the messages on your own PC for future use or reference. Many employers have responded that they enjoy receiving PERSI information via e-mail for the flexibility.

Disadvantages

Of course, e-mail does have its own problems. The biggest disadvantage to communicating via e-mail is that 80 or so of our employers do not have e-mail or computers. Another disadvantage is that every time we send messages to all employers, we receive about 20 different ones back as "undeliverable" because addresses have changed, servers are down temporarily, individual mail boxes are full, etc. E-mail addresses change so often that it can be a full time job just keeping them updated. Because of these

disadvantages, we will continue sending out hard copy versions of documents to ensure that everyone receives the information one way or another. Eventually, perhaps we will be able to go completely electronic.

Sorting Messages by Your Geographic Location

Right now, we have the ability to sort messages by employer type. For instance if we have a message only of interest to schools, we can send just to them. We also would like to be able to sort by your geographic location, so that if we have information specific to one area, say Northern Idaho, we wouldn't have to bother you if you are in Pocatello or Nampa. Therefore, we would like you to tell us which region you would like to be included in: North, Central, Southwestern or Eastern Idaho.

Adding Your Different Contacts to Our E-mail Lists

Currently, our e-mail messages are sent to agency payroll contacts. We would like to have an e-mail contact list for each of your contacts in the following areas: Director, Payroll, Personnel, and Legal. We would like to be able to target materials to the individuals responsible for the different areas.

To add your contacts to our list, please e-mail Betsy Griffith at

bgriffit@persi.state.id.us

We'll need you:

- ° Agency
- ° Contact's Name
- ° Contact's Type (Director, Payroll, Legal or Personnel)
- ° Contact's E-mail Address
- ° What Region you want to be included in (North, Central, East, Southwest)

If you would like to have more than one contact for each list, that is fine. Or, if one person is the contact for two or more areas, let us know that too. The most important thing is to keep us updated any time a contact person or e-mail address changes.

If You Don't Have E-mail

If you don't have e-mail or a computer, don't worry, we will continue sending you hard copies of our information.

Many Documents Sent as .pdf Files

Many of the documents we will send you will come in a .pdf format. To open .pdf files you need to have Adobe Acrobat Reader installed. We use the .pdf format for several reasons:

Size: Large-sized documents may be greatly reduced in size for easier transmission and storage. Even documents such as newsletters full of pictures or graphics may be reduced to a manageable size.

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Security: It is more difficult to change a .pdf file making our documents more secure.

Web Compatibility: It is very easy to link .pdf files to internet or intranet sites. If you would like to place PERSI documents on your agency intranet for access by your employees, .pdf makes this simple.

If you don't have Adobe Acrobat, you may download it for free from Adobe. There are several links to the Adobe site from our PERSI site (www.persi.state.id.us) or you may go directly to www.adobe.com/products/acrobat/readstep.html. It takes a few minutes to download, but once you have it, you will probably really like it. More and more documents are being made available in .pdf format, so you'll no doubt want to get it soon anyway.

PERSI is beginning to convert many of our forms so that they may be filled out and submitted on line. Watch for these forms to be added to our site within then next year.

Choice Plan 401(k) information

The quickest way to get information on the Choice Plan is to call the Choice Plan toll-free number: 1-866-ID-PERSI (1-866-437-3774).

We know the message dialogue is long, but its quicker than calling one of our other PERSI numbers, because we'll likely need to refer you to the Choice Plan number anyway!

PERSI Financial Planning workshops are at a location near you

You may schedule a workshop for your employees

PERSI's series of 600 investment and financial planning workshops across the state are in full swing. The workshops are free and cover:

- Choice Plan 401(k) investment options
- Investment basics
- Choice Plan benefits
- Base Plan benefit overview

The workshops used to be three hours long, but have been condensed to two hours based on audience feedback. There is **A LOT** of information in these two hours, and about 99% of our audiences would recommend the workshops to others.

Workshop schedule on web updated regularly

The workshop schedule is available on our website at www.persi.state.id.us. Click on the button called "Workshops" for class information and schedule. It is updated every few weeks, so check back often. We list the date, time, location and contact for each presentation.

Employees may attend ANY workshop they want

Our workshops are presented on-site at employer locations across the state. Your employees may attend any workshop in your area, even if it is not at your specific location. For example, when we present at the City of Moscow, any member from the Moscow area may attend.

Arranging for a workshop at your site

If you would like to have a workshop presented at your location, contact Brian Mastel of ETI at 406-556-9722 or bmastel4@yahoo.com. Brian will work with you to find out what date(s) and time(s) are best for your employees and will coordinate that with our traveling schedule. Because our presenters can only be in one part of the state at a time, please have several different dates picked out.

After Brian confirms your date(s) and time(s) with you, we will send you a flyer and some promotional ideas you may use to get the word out to your employees.

Presenters

Our presenters are: Maxine Thomas and Bill Duncan, both PERSI Training Specialists, and Norm Strom, a Certified Financial Planner working for our education consultants, ETI. Their goals are to give a basic understanding of the PERSI Base and Choice plans and to give enough information on the Choice Plan investment options so that members will feel comfortable contributing to and managing their Choice Plan accounts. We are not out to sell anything, and in fact, if members decide to invest in their 403(b) or 457 plans in addition to or instead of the Choice Plan 401(k), that's fine with us as long as they start saving in some kind of retirement plan.